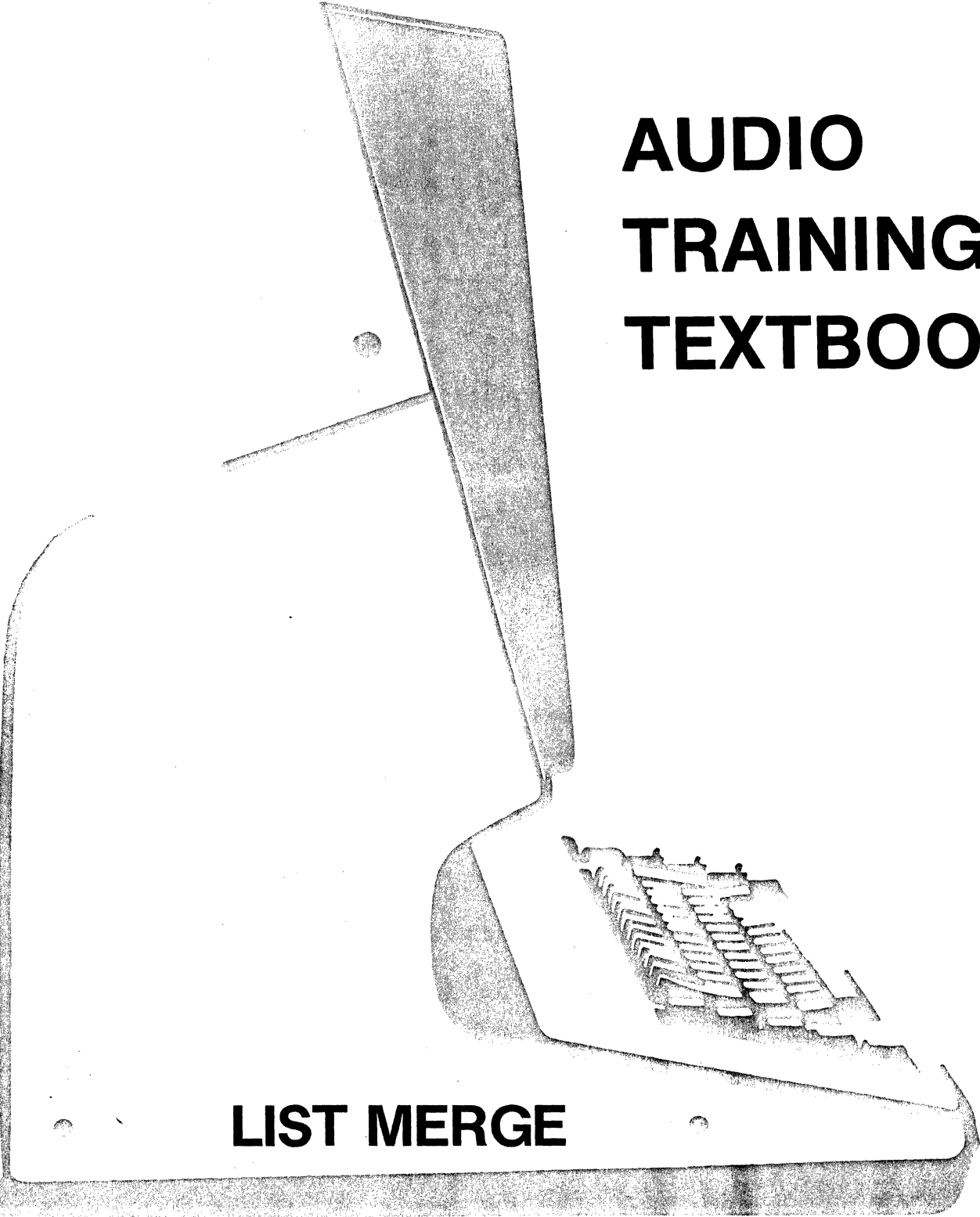


No ProblemTM

**AUDIO
TRAINING
TEXTBOOK**



LIST MERGE

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LANIER BUSINESS PRODUCTS, INC.

**1700 Chantilly Drive, N.E.
Atlanta, Georgia 30324**

CONTENTS

How to use the textbook	ii
Introduction	1
Loading the Smart Disc	2
Typing the skeleton letter	2
Typing the variable list	3
List Merge	4
List and Save	4
Numeric List Merge	5
Addressing envelopes	8
REFERENCE	11
EXTRA PRACTICE	15
QUIZ	16

HOW TO USE THIS TEXTBOOK

As a rule, instructions and explanations are on tape. Exercises are in the textbook.

When you see this symbol:

⊗ **START TAPE**

in the textbook, start the tape.

When you hear this sound on the tape:

BEEP

stop the recorder and proceed with your assignment.

If you are learning in your own office, then BEFORE YOU START, copy your training disc to another disc so that it can be used again.

When you have done that, turn to the top of page 1 and start the tape.

⊗ **START TAPE**

LIST MERGE

TRAINING SECTION

22nd October, 1979

◀

□ ◀

◀

Dear □: ◀

◀

Thank you for your letter dated □. We do not expect to publish the first copies of □ until □, but of course you will be notified as soon as they become available. ◀

◀

We have duly noted your request for □ copies, and will reserve this number for you. ◀

◀

Rampant Revisions, Inc. thanks you for your interest. ◀

◀

Sincerely yours, ◀

◀

RAMPANT REVISIONS, INC. ◀

◀

◀

Hugh Veritrite ◀

Managing Editor ◀

FIGURE A

Ms. E.H. Barrendo ◀

Tulane University ◀

English Department ◀

Tulane, Georgia 33060 ◀ Ms. Barrendo ◀ October 9, 1979 ◀ "The Adventures of Robert Wordsworth" ◀ January ◀ 4 ◀

Mr. Ross Poldark ◀

Warleggan's Mansion ◀

Truro ◀

Cornwall, England ◀ Mr. Poldark ◀ September 10, 1979 ◀ "An Anthology of Poetry by Jacob Dreamsworthy" ◀ May ◀ 2 ◀

Mr. Tom Readsman ◀

45 Rustall Avenue ◀

Quernon, Florida 32309 ◀ Mr. Readsman ◀ September 22, 1979 ◀ "The Adventures of Robert Wordsworth" ◀ January ◀ 5 ◀

FIGURE B

EXERCISE 1 – Loading the Smart Disc

1. Turn on the typewriter (or press RESET if the typewriter is already on).
2. Load the LIST MERGE Smart Disc.
3. When the screen lights up, remove the Smart Disc and load the training disc.

⊗ **START TAPE**

EXERCISE 2 – Typing the skeleton letter.

1. Set horizontal page at H80.
2. Set margins at H10 and H79.
3. Type the skeleton letter shown in Figure A on page 1. (Please do NOT try to use the letter you typed in basic training. It will not work. Type the letter shown in Figure A.)

To create a block symbol, hold down CTRL and touch B.

4. File away the letter, naming it BASIC/LETTER.
5. Print BASIC/LETTER from the file.

⊗ **START TAPE**

EXERCISE 3 – Typing the Variable List

1. Set your page width to H128.
(FRMT + H + 128 + EXEC)
2. Type the following variable information exactly as shown, inserting block symbols (CTRL/B) and hard carriage returns as indicated. To return without entering a symbol, hold down CTRL and touch RETURN.

NOTES: A. Each block symbol is attached to the PRECEDING information.

B. Make sure there are no spaces between the blocks and the information, or the typewriter will add in extra spaces.

C. Start at the left margin.

Ms. E.H. Barrendo◀
Tulane University◀
English Department◀
Tulane, Georgia 30060◀Ms. Barrendo◀October 8, 1979◀"The Adventures of Robert Wordsworth"◀January◀4◀
Mr. Ross Poldark◀
Warleggan's Mansion◀
Truro◀
Cornwall, England◀Mr. Poldark◀September 10, 1979◀"An Anthology of Poetry by Jacob Dreamworthy"◀May◀2◀
Mr. Tom Readsman◀
45 Rustall Avenue◀
Quernon, Florida 32309◀Mr. Readsman◀September 22, 1979◀"The Adventures of Robert Wordsworth"◀January◀5◀

3. Memorize this list, naming it PEOPLE.

⊗ START TAPE

EXERCISE 4 -- List Merge

Note: In the following exercise, CTRL/FILE means "hold down CTRL and touch FILE."

1. Type:

CTRL / FILE + L + BASIC/LETTER +
SPACEBAR + PEOPLE + EXEC
List Merge

2. After the first letter prints out, touch STOP/CONT to start the second letter.

Note that in the command you named the SKELETON before you named the VARIABLE LIST. That is necessary for a correct LIST MERGE.

⊗ START TAPE

MERGE AND FILE AS A NEW
DOCUMENT WITHOUT
PRINTING (SAVE)

EXERCISE 5 -- List and save

1. Start with a blank screen.

2. SCRN + S + T + BULK/MAIL + EXEC
Set Target

You have now set up the ball for the kicker. The obvious thing to do now is kick the ball into the file:

3. CTRL / FILE + L + BASIC/LETTER +
SPACE + PEOPLE + SPACE + S + EXEC
Save

That was the usual LIST MERGE command, except that you added an option before EXEC: the S (Save) option. This told the typewriter to save it in the file rather than print it out.

Continued on next page

EXERCISE 5 (continued)

4. When the process is finished, call the first and then consecutive pages of the text BULK/MAIL to the screen. Note how the letter and list were merged and saved as a new document.

To print out the text at a later date, you would touch FILE + P + BULK/MAIL + SPACEBAR + T + EXEC just as you would print any other document from the file.

ⓧ START TAPE

NUMERIC LIST MERGE

Dear Mr. Smith:

You assets break down as follows:

Stocks	\$90894.56
Bonds	964.67
Savings Accounts	6056.87

FIGURE C

EXERCISE 6 -- LIST MERGE using Numeric Mode

1. Erase the screen.
2. Set margins at H10 and H79.
3. Set tabs at H28 and H38.
4. HOME + HOME

Continued on next page

EXERCISE 6 (continued)

5. Type the following. To create a single block, hold **CTRL** and touch **B** — as usual. To create a double block, tab over and then type a CTRL/H followed by a CTRL/B.

IT IS THE DOUBLE BLOCK THAT NOTIFIES THE TYPEWRITER THAT IT MUST USE NUMERIC MODE. When numbers are inserted at this point, they will be inserted backwards from the tab to the double block.

8th October, 1979 ◀

Dear _____:

Your assets break down as follows: ◀

Stocks

Bonds

Savings Accounts

Thank you for giving us the opportunity to serve you. ◀

Sincerely, 

GOLDMAN, PORTER AND LUDWIG

Simon J. Powell III ◀

Senior Accountant

6. Memorize this page as NUMBER/LET.

⊗ START TAPE

EXERCISE 7 -- Typing a variable list.

1. Set your page width to H128.
(FRMT + H + 128 + EXEC)
2. Type the following variable information exactly as shown, inserting block symbols (CTRL/B) and hard carriage returns as indicated. To return without entering a symbol, hold down CTRL and touch RETURN.

Start at the left margin. Tab is for first block symbol in each string.

Ms. E.H. Barrendo◀
Tulsbane University◀
English Department◀
Tulsbane, Georgia 33060◻Ms. Barrendo◻\$90894.56◻964.67◻6056.87◻
Mr. Ross Poldark◀
Warleggan's Mansion◀
Truro◀
Cornwall, England◻Mr. Poldark◻\$343.34◻74555.65◻3366.56◻
Mr. Tom Readsman◀
45 Rustall Avenue◀
Quernon, Florida 32309◻Mr. Readsman◻\$65.98◻54355.55◻6556.65◻

3. Memorize this list, naming it NUMBER/LIST.

⊗ **START TAPE**

EXERCISE 8 -- List Merge

Using your special CONTROL over the FILE, ask the file to List Merge NUMBER/LET and NUMBER/LIST.

Remember to touch **STOP/CONT** to restart the printer after each page.

Note how the numbers are inserted into the letter backwards from the tab so that the decimal points are aligned.

⊗ **START TAPE**

EXERCISE 9 — Addressing envelopes

1. Clear your screen and format. (To clear format: FRMT + K).
2. Set left margin at H40, since that is the position you want an address printed on an envelope.
3. At V1,H40 touch **CTRL** / **B** + **RETURN**

Below it, type CTRL/i five times. Your screen should look like this:

□
□ □ □ □ □

A CTRL/B welcomes insertions. It's the symbol you used in your skeleton letter.

A CTRL/i hates insertions. It fights them off. (I = inhibit.)

Note that the block symbols are the same, except that the five "Inhibit the insert" blocks are underlined, whereas the block that welcomes insertions is not underlined.

So why have you typed one CTRL/B and five CTRL/i's? That will be explained in a moment.

5. Memorize this page as ENVELOPE.

⊗ **START TAPE**

Ms. E.H. Barrendo◀
 Tulsbane University◀
 English Department◀

Tulsbane, Georgia 33030◀Ms. Barrendo◀October etc◀Adventures◀Jan◀4◀

←Yes (CTRL/B) ←No (CTRL/i) ←No (CTRL/i) ←No (CTRL/i) ←No (CTRL/i) ←No (CTRL/i)

FIGURE D

EXERCISE 10 – List Merge

1. Insert the first envelope in the printer and roll down to where the first line should print.
2. CTRL / FILE + L + ENVELOPE + SPACE + PEOPLE + EXEC
3. Replace the envelope and touch STOP/CONT to re-start the printer. Do the same for each envelope.

⊗ START TAPE

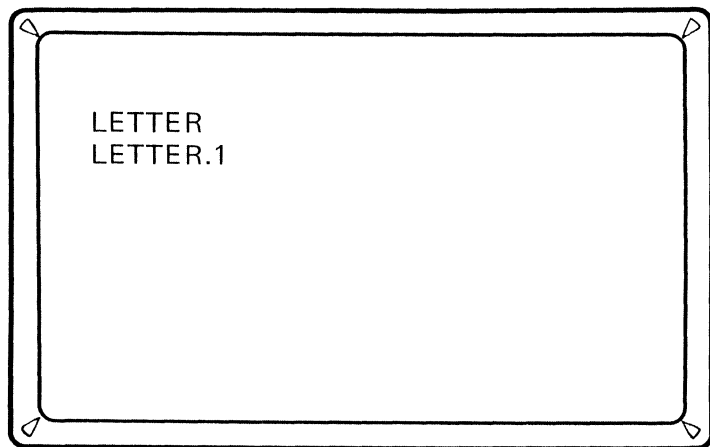


FIGURE E

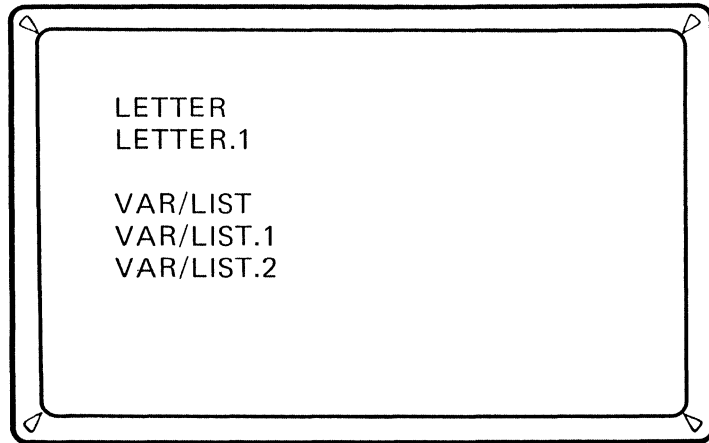


FIGURE F

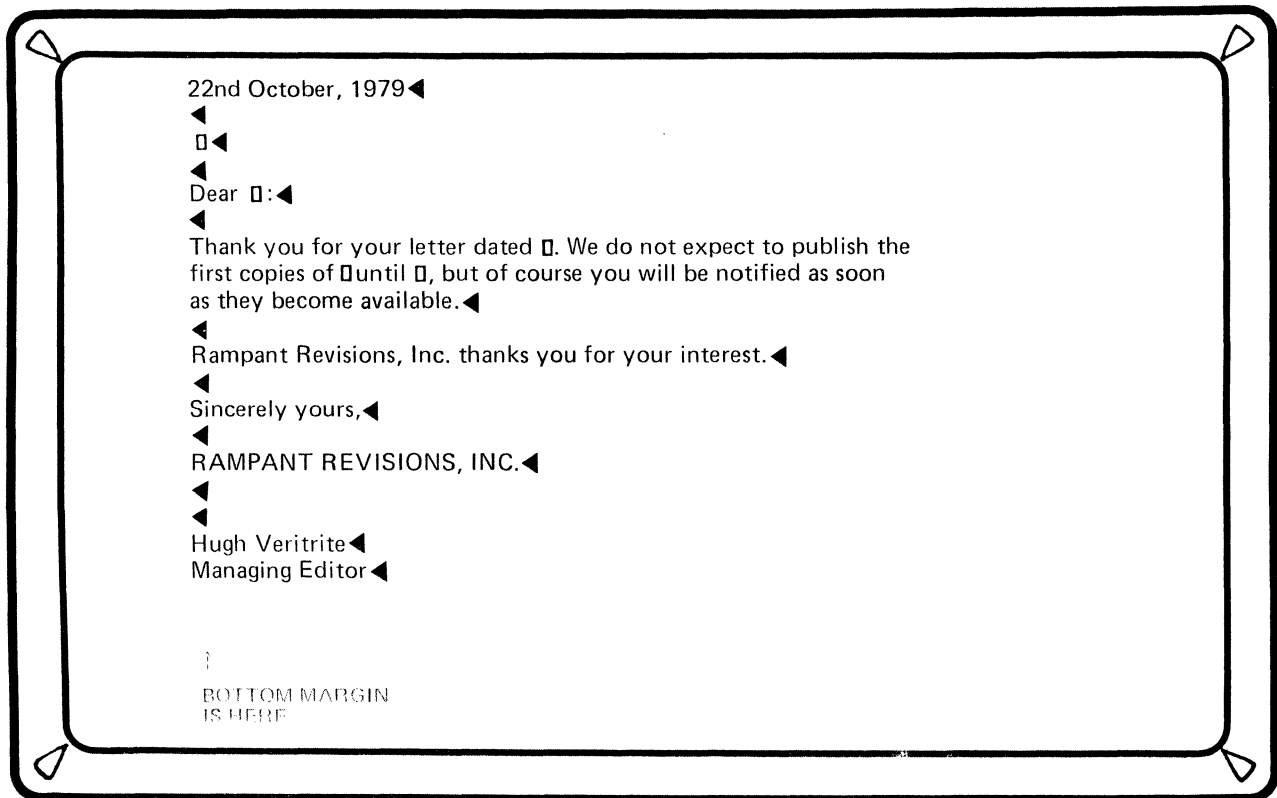


FIGURE G

REFERENCE SECTION

The LIST MERGE function automatically merges a list of names and addresses (with or without additional information) with a form letter or other document.

BASIC STEPS

1. Type and file away a "skeleton" letter or form that is to be used repeatedly. (See Figure A on page 1.)
2. Type and file away the "variable list". (See Figure B on page 1.)
3. Ensure the LIST MERGE Smart Disc has been loaded.
4. Give the command to list merge the two documents.

TO PREPARE THE SKELETON LETTER OR FORM

Type the document in the usual way, but enter a block symbol every time you come to a place where you will want to insert variable information.

To enter a block symbol:

Hold down **CTRL** and press **B**.

A **□** is entered into the document.

NOTE: If numbers are to be inserted in numeric mode, see LIST MERGE USING NUMERIC MODE on page 13.

TO PREPARE THE VARIABLE LIST

Type the information in the EXACT ORDER in which it will be inserted into the skeleton letter. At the end of each item enter the same kind of block symbol as you used in the skeleton: CTRL/B. Do not include spaces between the block symbols and the items, or these spaces will be inserted into the skeleton letter during merging. See page 1 for an example.

TO MERGE THE SKELETON WITH THE VARIABLE LIST (NO OPTIONS)

1. Make sure the LIST MERGE Smart Disc has been loaded.
2. If the skeleton is a letter, type the current date at the top of the letter and update.
3. **CTRL** / **FILE** + **L** + name of skeleton + **SPACE** + name of variable list + **EXEC** (L = List Merge)
4. Touch STOP/CONT to start each new page.

TO MERGE THE SKELETON
WITH THE VARIABLE LIST
(INCLUDING OPTIONS)

All options are entered before you touch EXEC. The first option you type is preceded by a SPACEBAR.

EXAMPLE:

CTRL / FILE + L + skeleton + SPACEBAR +
variable list + SPACEBAR + C + H + EXEC

OPTIONS:

F.....If you have a footer set up
H.....If you have a header set up
C.....If you are using continuous form paper
N.....If you want to number pages

MERGE AND FILE AWAY AS A
NEW TEXT WITHOUT PRINTING
("LIST-AND-SAVE")

If you merge into the file instead of onto paper, the merged letters will enter the file as a new text. You must first tell the file what name to give this text. You do this by naming the new text as a “target”.

1. Start with a blank screen.

2. **SCRN** + **S** + **T** + name of new text + **EXEC**
- Set Target

3. Now go through the LIST MERGE procedure, adding on an "S" at the end so that the typewriter knows to save the merged text in the file:

CTRL / FILE + L + skeleton + SPACE +
variable list + SPACE + S + EXEC

To print the text at a later date, simply print the text from the file in the usual way: FILE + P + name + EXEC.

NOTE: No other options are available with the SAVE option.

LIST MERGE AND SAVE ON ANOTHER DRIVE

1. Select the other drive. (FILE + ARROW + EXEC)
2. Set the target text, as shown in steps 1 and 2 above.
3. Select the original drive.
4. Enter the LIST MERGE command with SAVE option:
as shown in step 3 above.

LIST WITH NUMERIC MODE

If the skeleton document has provision for numbers that need to be aligned, use CTRL/H + CTRL/B for designating the variable insert rather than a simple CTRL/B.

Example:

□

□

Dear □:

Your assets break down as follows:

Stocks	■ □
Bonds	■ □
Savings Accounts	■ □

By using ■ □ rather than □, you will ensure that the numbers are aligned in numeric mode when they are inserted into the skeleton letter from the variable list:

\$90894.56
4254.67
6056.87

NOTE: In setting up the skeleton letter, set a tab in line with the right edge of the numerical columns.

Example:

Skeleton letter set up like this:

T

■ □

will print out like this:

T
90894.56
4264.67

Each number will be inserted backwards from the tab so that the decimal points will be in line.

NOTES: Set the TAB where you want each number to END.

Start the DOUBLE BLOCKS where the longest number will BEGIN.

ADDRESSING ENVELOPES

1. Clear the screen and format.
(To clear format: FRMT + K)
2. Set left margin at H40.
3. At V1,H40 touch **CTRL** / **B** + **RETURN**
4. Type a **CTRL** / **i** for each remaining variable in the list to be merged with this skeleton. The CTRL/i will stop the insertion of these variables during the print merge.

EXAMPLE of skeleton for envelopes:

□
□ □ □ □ □

5. If the envelopes are in a continuous roll, set the printer page to a setting obtained by multiplying 6 x the length of your envelope in inches.
6. Memorize the page. (Suggested name: ENVELOPE)
7. Roll the first envelope in the printer down to where you wish the first line to print.

FOR SINGLE ENVELOPES.....

8. **CTRL** / **FILE** + **L** + name of envelope page +
SPACE + name of list of addresses + **EXEC**

9. Touch STOP/CONT to restart the printer after loading each new envelope.

FOR A ROLL OF ENVELOPES....

10. **CTRL** / **FILE** + **L** + name of envelope page +
SPACE + name of list of addresses + **SPACE** +
+ **C** + **EXEC**
Continuous

NOTES ON LIST MERGE

1. All pages of the skeleton letter must be in a single text.
2. All pages of the variable document must be in a single text.
3. The skeleton letter and the variable document must never be in the same text.
4. Make sure the skeleton letter has several blank lines above the bottom margin to allow the typewriter to enter the insert mode during List Merge.

EXTRA PRACTICE (Optional)

EXERCISE 11 — List Merge

1. Recall REQUEST. This is a letter written for subscribers to a magazine. Print it out for reference.
2. Erase the screen, widen the page to H128, and type a variable list to be used with the letter. If you get in difficulties, refer to the model on page 17. Your list should include:

Mr. Eric Hide, 1234 Hidden Way, Retreat, Ga. 30309, whose subscription expires on 10/14/79.

Ms. Marsha Fine, 5678 Cato Road, Durban, Fla. 32307, whose subscription expires on 10/24/79.

Mr. Maxwell Berman, 1122 Essenwood Road, Lady-smith, Ala. 30495, whose subscription expires on 10/26/79.
3. Memorize this list as SUBSCRIBERS.
4. Turn to page 17 of this workbook and compare your page with the model shown.
5. Using your extra CONTROL over the FILE, ask the file to List Merge REQUEST and SUBSCRIBERS. Touch STOP/CONT to restart the printer after every page.

QUIZ(Answers on page 17)

1. The LIST MERGE function
 - a. Enables you to merge a list of names and addresses onto the foot of the screen.
 - b. Enables you to repeatedly merge a standard letter with a list of names and addresses.
2. Before you perform a LIST MERGE
 - a. You must load the LIST MERGE Smart Disc.
 - b. It doesn't matter which disc you load.
3. To perform a LIST MERGE, which of the following documents do you need?
 - a. A list of variable information
 - b. A skeleton letter or form
 - c. Both a and b
4. I want to LIST MERGE "Sale" (a form letter) and "Names" (a list of names and addresses.) What command do I give?
 - a. FILE + L + SALE + SPACE + NAMES + EXEC
 - b. CTRL/FILE + L + SALE + SPACE + NAMES + EXEC
 - c. CTRL/FILE + SALE + SPACE + NAMES + EXEC
5. When you type a skeleton letter, how do you indicate that varying information (such as a person's name) needs to be inserted?
 - a. Type CTRL/B.
 - b. Type CTRL/i.
6. How do you indicate that a variable should NOT be included?
 - a. Type CTRL/B.
 - b. Type CTRL/i.
7. My skeleton letter includes a column in which prices are to be listed. When these amounts are inserted from the variable list, I want the decimal points to be beneath each other. How can I ensure this?
 - a. In the skeleton, where a number is to be aligned when inserted, type CTRL/H + CTRL/B instead of just CTRL/B.
 - b. Enter Numeric Mode before you LIST MERGE.

ANSWERS TO QUIZ

1. b
2. a
3. c
4. b
5. a
6. b
7. a

SUBSCRIBERS:

Mr. Eric Hide◀
1234 Hidden Way◀
Retreat, Ga. 30309

◻Mr. Hide◻10/14/79◻

Ms. Marsha Fine◀
5678 Cato Road◀
Durban, Fla. 32307

◻Ms. Fine◻10/24/70◻

Mr. Maxwell Berman◀
1122 Essenwood Road◀
Ladysmith, Ala. 30495

◻Mr. Berman◻10/26/79◻